

## **February 26, 2018 Milford Aging Services Committee Meeting Minutes**

Meeting called to order by President Susan Burkey.

Susan Burkey indicated that Open Meeting Act Requirements have been met.

Roll call: Susan Burkey, Roy Cast, Jeff Baker, Ray Hostetler, Vi Stutzman, Amy Salistean, Bonnie Meints and Joyce Daake present.

Ray Hostetler moved to accept the minutes of the January 23, 2018 meeting as published. Roy Cast, second. All in favor. Motion carried.

Amy Salistean distributed copies of the managers report, the kitchen report and budget to all present for review. Amy reviewed January numbers, successes, new programs being offered and progress on the elevator.

Bonnie Meints informed the Board of the Aging Partners Monitoring program and their upcoming records check.

Milford elementary has asked that the Sr Center prepare potatoes and desserts on Potato Bake Day for their teachers. Discussion of ideas and facts to be presented at our March Board meeting when the Board will determine if we try this on the April Potato Bake Day.

Financial report was reviewed. Financial line items were discussed. Ray made the motion to accept the report. Roy Cast, second. All in favor, Aye. Opposed? Motion carried.

### **Unfinished Business:**

**Gift certificate Rules & Costs** were discussed. Potato Bake certificates are numbered, dated, recorded and valid for our fiscal year of October 1 - September 30,

**Gift certificates for regular meals** were discussed. Joyce Daake made the motion that regular meal gift certificates have two types. The first is a reduced rate of \$4.50 for people over 60. The second is at full price for those who under 60 years of age. These certificates DO NOT apply for the Potato Bake or the Birthday meal. Roy Cast, second. All in favor. Motion carried.

### **New Business**

**Aging Partners Kitchen requirements** now include record keeping to insure all appliances are operating at the correct temperature and that food temperature is checked at different points in the process. Temperatures are recorded in the blue notebook in the kitchen.

The **budget allowance for special events, trips, programs and parties** was discussed. Roy Cast moved that we allocate \$60 per month to the Party Planners with the requirements that

original, item specific receipts be provided to the manager for reimbursement. Ray Hostetler, second. Discussion. All in favor, aye. Opposed? Motion Carried. Effective immediately.

Need for **Cleaning Service/New Cleaning** equipment discussed. Due to increased use by Seniors and increased rental activity higher traffic brings cleaning issues. Use of volunteers was discussed and the use of a "steam" cleaner is being investigated.

Ray Hostetler moved that we adjourn. Meeting adjourned at 7:30,

Joyce Daae, secretary.